

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Administrative Appeals

Section/Unit: All Hearing Sections

Schedule Use: Office of Administrative Appeals

Schedule No.: 73-344 **Date:** Minor Change 1-6-95

Record Series Title: HEARING CASE RECORD FILES

Description: Documents relating to processing, conducting, and decision making on all programmatic and administrative areas of the Department where hearings are required.

Included are: notice of request; acknowledgement of decision; and related correspondence.

File Arrangement: File is arranged alphabetically by name of client.

Retention/Disposition Instructions:

Cut off file at the end of each calendar year; hold in current files area six months; transfer to State Records Center; hold 2 1/2 years; then destroy. **EXCEPTION:** Annually transfer one cubic foot of records to State Archives.

Confidential: No - Open Record

Superceeds: 73-344 (Approved 5-11-73)

(95-004-1.jp)



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 4-16-73		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 8 1973 73-344 MAY 11 1973	
2. Agency Application No. DHR-COM-2		3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Legal Services Unit Office of Commissioner Room 401-D Atlanta, Georgia 30334		4. Person to Contact Miss Carolyn Bullard	
5. Working Title Hearing Officer		6. Tel. No. 656-4394			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1937 - present		9. Exact Series Title Fair Hearing Case Record File			
10. What is the function of the office in which this record series is created? The Fair Hearing Unit, under the direction of the Chief of Legal Services, is responsible for conducting Fair Hearings for recipients of Public Assistance. This includes processing requests for Fair Hearings in the areas of Public Assistance, Food Stamp, Commodity Foods, and WIA Programs: conduct a Fair Hearing, and render a decision on the action taken by the Local Department of Family and Children Services.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the processing, conducting, and decision making on the requests for a Fair Hearing for recipients of all categories of Public Assistance. This includes, but is not limited to: notice of Request for Fair Hearing, Acknowledgement of Request for Fair Hearing, Clients Record Summary Sheet, Summary of Hearing, Hearing Decision, Acknowledgement of decision and related correspondence. File is arranged alphabetically by name of client.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		1	7 1/2	5 7 1/2	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
Central files		22	160	7 154	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				20 1 1 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

-YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ [X] ☐ []
- 45CFR-205.60
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ [X] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☐ [] OTHER _____, then:

- ☒ [X] Hold in the current files area 6 month(s)/ _____ year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [] Local Holding Area; hold 3 1/2 year(s):
- ☒ [X] Destroy, except that the Records Center will retire one cubic foot of records to the Archives annually.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Douglas M. Law</i>	4-23-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Frederick A. ...</i>	4-19-73
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dixon</i>	5-10-73
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll ...</i>	5-7-73
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>M. Shell</i>	5-10-73

STATE RECORDS
COMMITTEE

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES
DIVISION OF ADMINISTRATIVE SERVICES

Office of Administrative Appeals
Fair Hearings

<u>Appl. No.</u>	<u>Description</u>	<u>Disposition</u>
73-344	FAIR HEARING CASE RECORD FILES - Documents relating to processing, conducting, and decision-making on requests for a fair hearing for recipients of all categories of public assistance. Included are: notice of request; acknowledgement of decision; and related correspondence. The file is arranged alphabetically by name of client.	Cut off file at end of each calendar year; hold in current files area six months; transfer to State Records Center; hold 2 ½ years; then destroy. Exception: transfer 1 cubic foot of records to State Archives annually. APPROVED: 5/11/73
73-173	DHR PROPOSED LEGISLATION REFERENCE FILES - Documents relating to the maintenance of proposed legislation affecting DHR Units. Included are: copies of proposed legislation; correspondence from DHR Units reflecting their position on legislation; and similar and related papers. The file is arranged chronologically by year; thereunder, alphabetically by subject.	Cut off file at end of each calendar year; hold in current files area 1 year; then transfer to State Archives. APPROVED: 5/28/76